ENROLLMYTRIP
TRAVEL REGISTRATION

WHY REGISTER TRAVEL?

- University policy conformance:
    - Certain requirements for higher risk travel.
    - Risk review and mitigation development.
- Better positions GS&S to:
    - Provide support in advance of travel.
    - Respond to support requests during travel.
    - Allocate resources long-term.
- Export Controls compliance.
- Receive information on duty of care resources available to travelers.
- Aids long-term University resource planning.

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ENROLL**MY**TRIP
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All University students, staff, faculty, and academic administrators can use the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

Click on: **PRINCETON USER LOGIN**

The system is continuing to face issues with workflow deployment and trip saving. We are awaiting further updates on resolution from the developers. Thank you for your patience.

Welcome to the Princeton University Travel Enrollment System!

Please login by clicking the "Princeton user login" button and entering your University NetID and password. **If this is your first time in the system, you will be prompted to complete your profile by adding additional contact information. You will only be required to update your profile the first time you log in.**

Once you have logged in and verified your profile, select "add a trip" to start a new enrollment manually if you do not have an itinerary booked yet. If you already have an itinerary, forward travel confirmation emails to **enrollmytrip@princeton.edu**, and a travel enrollment will be started automatically. If you have already forwarded your itinerary, when you log in, please open your existing trip to review and complete your enrollment. If you do not see your trip after forwarding an itinerary and it has been more than 24 hours, please contact the Global Safety & Security Team - **globalsafety@princeton.edu**

PLEASE DO NOT SEND INQUIRIES TO enrollmytrip@princeton.edu - it is not a monitored inbox. If you have a question, please email the Global Safety & Security team - globalsafety@princeton.edu.

PRINCETON USER LOGIN

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LOGGING INTO THE SYSTEM

- You may be asked to authenticate using your NetID, just like when accessing other University systems.

- **First-time users** will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed and should be kept up to date.
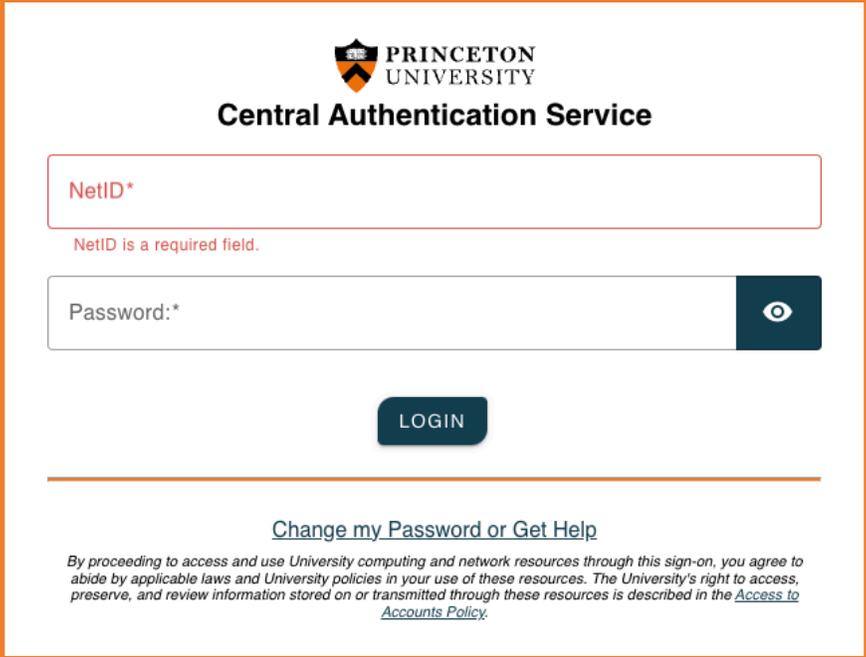
PRINCETON UNIVERSITY

Central Authentication Service

NetID*

NetID is a required field.

Password:*

LOGIN

Change my Password or Get Help

By proceeding to access and use University computing and network resources through this sign-on, you agree to abide by applicable laws and University policies in your use of these resources. The University's right to access, preserve, and review information stored on or transmitted through these resources is described in the _Access to Accounts Policy_.

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DASHBOARD

Once you're logged in, your dashboard will display trips that you've created, been added to as a participant, and any previous trips that you've registered.
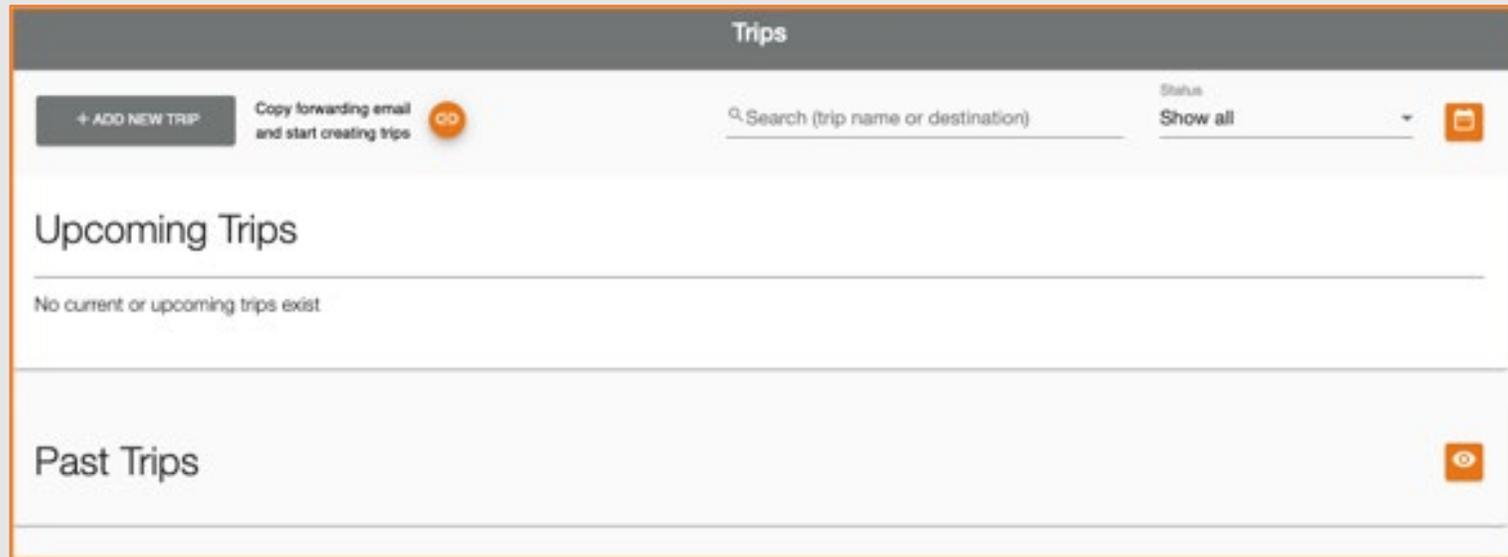
ADDING A DELEGATE

A delegate can perform certain tasks on behalf of another user in the system.

- **To** be eligible to be someone's delegate, the person must first log into the Enroll My Trip system and create a profile. Once this action is complete, the person can be selected as a delegate in the system.

- **To** add someone as a delegate, the user that will be supported (e.g., the traveler) will need to add the person performing the delegate role to their profile in the system.

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- Go to your Settings page in the Enroll My Trip system. This is accessible from the top-left menu in the system.

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TRAVEL REGISTRATION
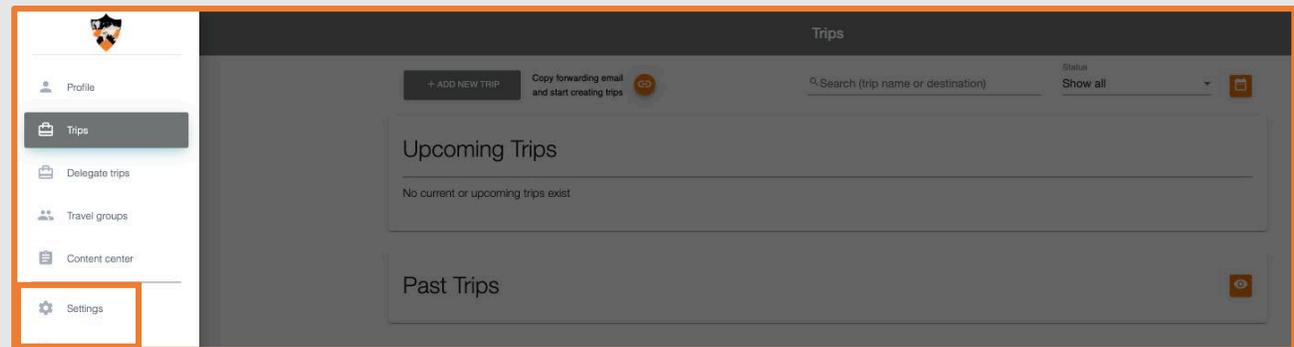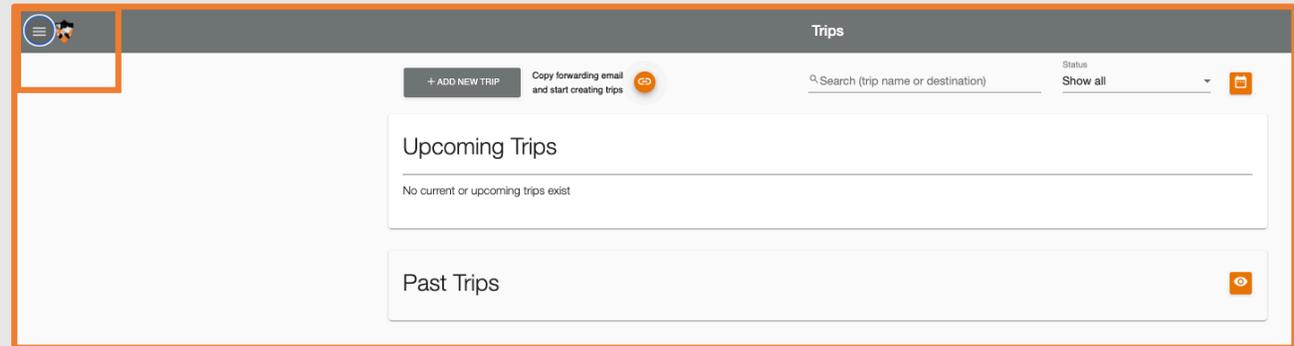
HOW TO ADD A DELEGATE

- Add the user by typing their name or their NetID. Select their name when it appears. Be sure to click Save after selecting.

Settings

Delegate user

Select a user to create and manage trips on you behalf. More than one delegate can be selected.

Select delegate user

Settings

Save

Settings

Delegate user

Select a user to create and manage trips on you behalf. More than one delegate can be selected.

Email Notifications

Select delegate user

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HOW TO ADD A DELEGATE

- Once you are added as a delegate, you can access the Delegate Trips tab of the system. This will allow you to manage travel for those you are a delegate.

- All other steps for registering travel will follow the **Individual Travel** or **Group Travel** step-by-step walkthrough instructions on the GS&S website.
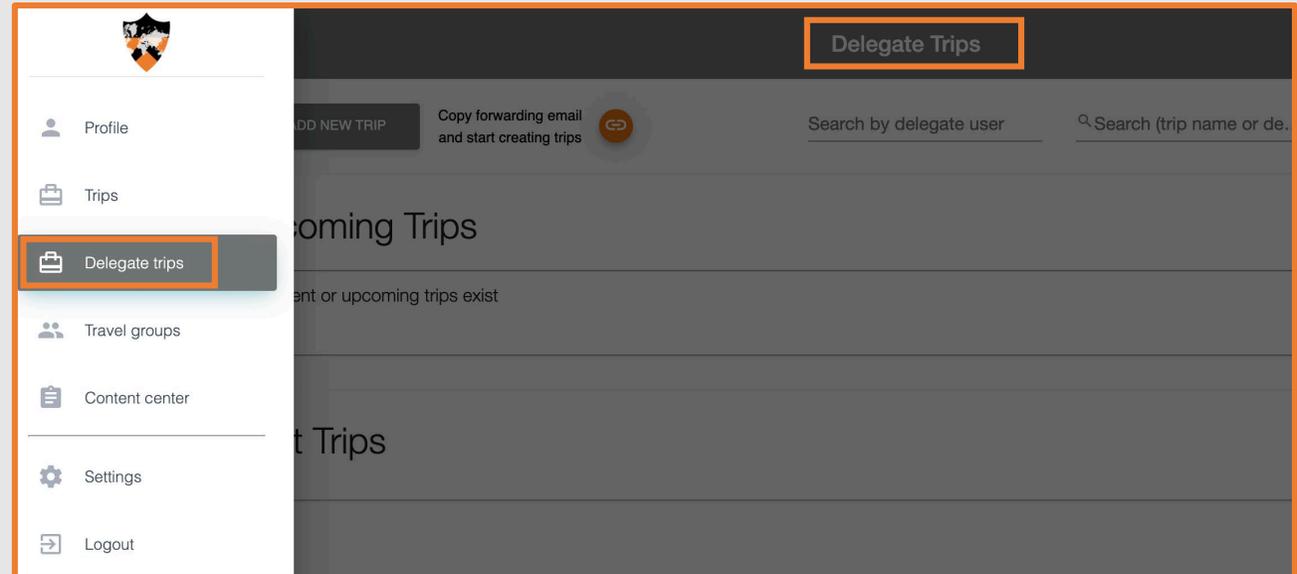
If you experience issues, try logging in with a cleared cache or in a "private" browsing mode (or waiting overnight for the system refresh to set-in.

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GS&S QUICK LINKS

Global Safety & Security website
Global Safety & Security Policy
Enroll My Trip system
Certifications & Exceptions (including instructions, forms, and FAQs)
Destination Risk Reports
Emergencies

Contact GS&S at globalsafety@princeton.edu.